



## **SUPERVISING ENGINEERING GEOLOGIST**

**AGENCY: 3999 CLASS CODE: 3748**

**EXAM CODE: 5CM02**

<b>Department:</b>	<b>Department of Conservation</b>
<b>Bulletin Release Date:</b>	<b>08/11/2015</b>
<b>Final Filing Date:</b>	<b>08/31/2015</b>
<b>Examination Type:</b>	<b>Departmental Promotional</b>
<b>Salary Information:</b>	<b>\$9215 - \$11537</b>
<b>Location:</b>	<b>Statewide</b>

### **Equal Employment Opportunity**

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

### **DRUG FREE STATEMENT**

It is an objective of the state of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

### **WHO SHOULD APPLY?**

Applicants who meet the minimum qualifications as stated on this bulletin. This is a Departmental promotional examination for the Department of Conservation.

1. Applicants must have a permanent civil service appointment with the Department of Conservation as of **August 31, 2015**, the final filing date, in order to participate in this examination; or
2. Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990; or
3. Must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992; or
4. Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.

For persons who are interested in applying that meet the criteria for either items 2, 3, or 4 above, and examinations are given by more than one Department for the same classification, you must select one Department in which to compete. Once this selection is made, it cannot be changed for the duration of the promotional list established from the examination in which the person participated. Employees may transfer list eligibility between Departments in the same manner as provided for State civil service employees.

## FILING INSTRUCTIONS

**FINAL FILE DATE: August 31, 2015**

Examination/Employment Application (STD 678) is available at the California Department of Human Resources' website at: <https://jobs.ca.gov/Profile/StateApplication>. Examination/Employment Application (STD 678) may be submitted by mail or delivered in person.

Note: Applications **will not** be accepted via e-mail or fax.

### **By Mail:**

Department of Conservation  
Human Resources Office  
801 K Street, MS 22-13  
Sacramento, CA 95814

### **In Person:**

Department of Conservation  
Human Resources Office  
801 K Street, 22<sup>nd</sup> Floor  
Sacramento, CA 95814

## SPECIAL TESTING ARRANGEMENTS

If you require special testing arrangements due to a verified, disability, medical condition, or religious accommodation, you will be able to request a reasonable accommodation during the exam filing process. If you have any questions please contact the:

Department of Conservation, Human Resources Office at (916) 322-7685  
or California Relay Service at 7-1-1  
or Telecommunications Device for the Deaf (TTY) at (916) 654-6336

## REQUIRED IDENTIFICATION

Accepted applicants are required to bring either a photo identification card or two forms of signed identification to the examination.

## SALARY INFORMATION

\$9215.00 - \$11537.00

## ELIGIBLE LIST INFORMATION

A Departmental promotional eligible list will be established for the Department of Conservation. This list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

## REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

It is your responsibility to make sure you meet the education and/or experience requirements as stated on this announcement under "Minimum Qualifications. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

**NOTE: Applications/resumes must include "to" and "from" dates (month/day/year), time base, job or civil service class titles (not working title), and range (if applicable) for all work experience.** College course information must include title, number of semester or quarter units, name of institution, location of institution, completion dates, and degree (if applicable).

## MINIMUM QUALIFICATIONS

**Possession of a valid certificate of registration as a geologist or geophysicist issued by the California Board of Geologists and Geophysicists is required for appointment to the Supervising Engineering Geologist level.**

**Education:** Equivalent to graduation from college with major work in geology, engineering geology, or a closely related field that includes coursework in geology. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.) **and**

### **EITHER I**

**Experience:** Two years of experience performing the duties of a Senior Engineering Geologist in the California state service.

## OR II

**Experience:** Six years of professional engineering geological experience, at least two years of which shall have been comparable in level and responsibility to that of a Senior Engineering Geologist in the California state service. (A master's degree with major work in geology or engineering geology may be substituted for one year of the required experience. Possession of a doctorate degree in one of the fields identified above may be substituted for two years of the general experience.)

Qualifying experience may be combined on a proportionate basis. For example, candidates possessing qualifying experience amounting to 50% of the required time and additional experience amounting to 50% of the required time of education, may be admitted to the examination as meeting 100% of the overall experience requirement.

### POSITION DESCRIPTION

The Supervising Engineering Geologist is the full supervisory level in the series. Incumbents supervise two or more sections through subordinate level supervisors. Incumbents plan, organize, and direct geological work; direct the utilization of personnel, instruction of supervisory technical personnel, and the coordination of their activity with other organizational components.

### EXAMINATION INFORMATION

The examination will consist of a qualifications appraisal interview. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview.

**QUALIFICATION APPRAISAL INTERVIEW – WEIGHTED 100.00%.  
COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

### LOCATION

Positions currently exist with the Department of Conservation in Sacramento.

### KNOWLEDGE AND ABILITIES

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

#### Knowledge of:

1. Stratigraphic, structural, historical, and economic geology, hydrology, mineralogy and seismology as related to engineering geology projects.
2. Geological survey and monitoring techniques, equipment and procedures to ensure assigned operations run smoothly.
3. Fundamental geology, geology of California, and technical geologic, seismic and mining literature in order to design current program activities.
4. Surface and subsurface field techniques in order to oversee statewide engineering geological investigations.
5. Fundamentals of geology pertaining to earthquakes and other geologic hazards identification and delineation to ensure technically complete products and reports by program staff.
6. Applications of geology to land use planning, mined land reclamations, and natural hazards to ensure technically complete products and reports by program staff.
7. Geological mapping, remote sensing and geographical information systems (GIS) to develop and review program products.
8. Safety standards applicable to geologic field investigations, mine examinations and civil engineering construction in order to promote personnel safety.
9. The organization and objectives of the Division and other public and private geologic and planning agencies active in California to work effectively with other entities.
10. Development of laws, policies, and regulations in California to maintain compliance with applicable laws and regulations.
11. The principles and practices of policy formulation and development to ensure the department's goals and objectives are achieved.
12. Principles of effective communication for outreach to stakeholders.
13. The current methods used to evaluate program effectiveness.
14. Principles of budget preparation and fiscal oversight for multiple projects to ensure project completion.
15. Budget change proposal process for effective budget development.
16. State Contracting procedures to ensure compliance with applicable laws and regulations.
17. The methods of effective leadership to provide program direction.

18. Principles of effective supervision and personnel management to provide program direction.
19. A supervisor's responsibility for promoting equal opportunity in hiring and employment development and promotion to maintain a work environment free of discrimination and harassment.
20. Labor Relations objectives in order to understand employee's rights.
21. Documentation and justification for personnel actions to address employee issues.

**Ability to:**

1. Organize and carry out independent geologic and geophysical studies and technical engineering geological and seismological research work to ensure the success of program objectives.
2. Make accurate tests, observations and measurements on geological and geotechnical engineering problems to ensure the success of program objectives.
3. Prepare plans, specifications, and estimates for geological and geophysical studies to ensure success of program objectives.
4. Prepare, analyze and evaluate written technical reports to formulate current and long range solutions, and strategies.
5. Analyze situations accurately and make independent judgments to prove information and take effective action.
6. Plan, organize, and direct the work of others to ensure success of program objectives.
7. Perceive alternatives available in the solution of management problems to select effective and realistic sources of action.
8. Communicate effectively in writing in a courteous, professional manner with a variety of individuals taking into consideration their needs and using tone, vocabulary, format, and grammar appropriate to the circumstance.
9. Direct and coordinate the work of others through subordinate supervision to ensure success of program objectives.
10. Motivate others to work in a team setting to achieve goals and objectives of a project and/or of the Department.
11. Prepare budget documents, manage program objectives and monitor program expenditures to ensure cost effective completion of program objectives.
12. Develop and justify Budget Change Proposal's for program needs.
13. Effectively contribute to the Department's Labor Relations objectives to ensure compliance with laws, regulations, and policies.
14. Effectively contribute to the Department's Equal Employment Opportunity Program objectives to ensure compliance with laws, regulations, and policies.
15. Develop cooperative working relationships with supervisors, staff and all levels of government and the public to ensure broad support of program objectives.
16. Manage personnel issues including; performance plans, employee reviews and discipline to maintain a motivated and effective workforce.
17. Evaluate employee training and development needs to maintain a motivated and effective workforce.

## **VETERANS PREFERENCE**

Veteran's Preference is not granted in promotional examinations.

## **SELECTION PLAN**

It is anticipated that qualifications appraisal panel (QAP) interviews will be held in **September/October 2015**.

## **DESIRABLE QUALIFICATIONS**

Course work in engineering geology; willingness to travel in performing field work throughout the State; course work and/or experience in environmental engineering, water resource management, hydraulics, and/or hydrogeology; and in addition to registration as a geologist, certification as an engineering geologist or hydrogeologist.

## **CONTACT INFORMATION**

Any questions regarding the minimum qualifications, applying for the examination, being scheduled for the examination, reasonable accommodations, the exam components, scoring, etc., may be directed to the Department of Conservation, Human Resources Office at (916) 322-7685.

**For hearing impaired or deaf candidates, please call the California Relay Service at 1-800-735-2929 (From TDD phone) or 1-800-735-2922 (From Voice phone).** TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.

## **SPECIAL REQUIREMENTS**

### **TRAVEL ACCOMMODATIONS:**

Candidates are responsible for any expenses incurred when participating in all examinations administered by the Department of Conservation. (i.e., transportation, lodging, parking, etc.)

## DISCLAIMER

Please click on the link below to review the official California State Personnel Board class specification:  
<http://www.calhr.ca.gov/state-hr-professionals/Pages/job-descriptions.aspx>

## GENERAL INFORMATION

**Departmental Promotional Examination:** This means that candidates must currently be a Department of Conservation employee that meets the minimum qualifications. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations: 1) a current or former legislative employee meeting the criteria defined in Government Code (GC), Section 18990; OR 2) an exempt employee meeting the criteria defined in GC, Section 18992, OR 3) a person retired from the United States military, honorably discharged from active duty with a service connected disability, or honorably discharged from active duty as defined in GC, Section 18991. These rules may be reviewed at departmental personnel offices or at the Information Counter of the State Personnel Board in Sacramento or at [www.jobs.ca.gov](http://www.jobs.ca.gov). The eligible list will be used specifically by the Department of Conservation.

**For an examination without a written feature,** it is the candidate's responsibility to contact the Department of Conservation three weeks after the final filing date if he/she has not received his/her notice.

**If a candidate's notice** of oral interview or performance test fails to reach him/her 3 days prior to their scheduled appointment due to a verified postal error, he/she will be rescheduled upon written request.

**Examination Locations:** Locations of interviews may be limited or extended as conditions warrant.

**Applications are available** at [www.jobs.ca.gov](http://www.jobs.ca.gov), California Department of Human Resources offices, local offices of the Employment Development Department and the testing department on this job bulletin.

**If you meet the requirements** stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**The Department of Conservation** reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**Candidates needing special testing arrangements** due to a disability must mark the appropriate box in on their application and/or contact the testing department.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

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Or 1-800-735-2922 (From a Voice phone).**

**DEPARTMENT OF CONSERVATION  
HUMAN RESOURCES OFFICE  
801 K STREET, MS 22-13  
SACRAMENTO, CA 95814  
(916) 322-7685**